

Chief, Management Staff

7 July 1954

Acting Chief, Records Management Division

Weekly Report - Week ending 7 July 1954

1. A records disposition plan for the FDD/OO was cleared with the National Archives this week. It has been forwarded to the Congress for approval. Similar plans covering the Sovmat and Foreign Broadcast Information Divisions are in process of preparation. It is anticipated that they will be approved by Congress prior to adjournment of this session.

2. An Agency regulation covering the records management function should be in your hands today. The clarification of the program concept with specific assignment of operating responsibilities to chiefs of major components should contribute much to the progress of our program.



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Report for Week Ending 7 July 1954 from
Records Disposition Branch

Project 4-77 - Records Management Survey, Office of Scientific
Intelligence

No change from previous report.

Project 4-⁷⁹78 - Records Management Survey, Foreign Broadcast
Information Division

A disposal plan for this Division is being prepared for submission to the National Archives for study and approval.

Project 4-97 - Records Disposition Handbook

No change from previous report.

Project 4-113 - Records Management Survey, Foreign Documents
Division

The disposal schedule has been reviewed by the National Archives and is being forwarded to the Congress for approval.

Project 4-116 - Records Management Survey, Security Office

No change from previous report. Awaiting approval of Records Control Schedule.

Project 4-122 - Records Management Survey, Office of Chief of Operations
and Sovmat Staff

The Sovmat Staff Records Control Schedule consisting of 14 describable items and 27 linear feet is complete and has been approved by the Office. A disposal schedule is being prepared for submission to the National Archives for study and approval.

The Chief of Operations Records Control Schedule consisting of 12 describable items and 31 linear feet has been submitted to the Office for comments and formal approval.

4-78 No Action
(General Counsel)



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Report for Week Ending 7 July 1954 from
FORMS MANAGEMENT BRANCH

Project 4-85 - FI Information Reports

No change in status. Project 45% complete.

Project 4-86 - Forms Index

A scheduled delivery date of 9 July 1954 has been obtained from P&RD/LO. Project 72% complete.

Project 4-95 - Forms Management Handbook

No change in status. Project 2 $\frac{1}{2}$ % complete.

Project 4-103 - Preparation of Final Type Forms Copy By Forms Management Branch

No change in status. Project 10% complete.

Change in Forms Numbering System

The numbering system has been changed from a base and secondary series to a straight numerical series effective 1 July. Change has been effected in an orderly manner without dissention. It is planned to inform the Area Records Officers by memorandum of this change.

Study of Stocked Forms Supply System

Policy memorandum relative to sanitization of forms for overseas use is being drafted for transmittal to [] of Logistics Office.

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Study of OO Information Reports

Drafting of specifications for a combination offset master-record copy set with a similar set for continuation sheet continued during the past week. They should be completed, coordinated and released to the printer sometime during the coming week.

Clearance for Civilian Contractors

Personnel Security Questionnaire for [] service representative for the [] has been received, and will be forwarded to the Security Office with a request for secret security clearance.

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General Activities

[redacted] of this office received a memorandum from Mr. [redacted] passing on to him the verbal compliment which [redacted] had received from Mr. Pforzheimer Legal Counsel of the General Counsels Office for a form [redacted] had designed.

Improvements in the filing system of the branch are being made. These consist primarily of visually flagging obsolete cards and file folders to speed up reference service and prevent errors.

Summary of Individual Forms Activities

	<u>No of Requisitions</u>	<u>No of Copies</u>
New	4	18,000
Revisions	1	1,500
Reprints	3	18,000
Overprints	-	-
Other Forms	-	-
Total	<u>8</u>	<u>37,500</u>

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Report for Week Ending 7 July 1954 from
RECORDS SYSTEMS BRANCH

Project 4-76 - Records Management Survey, Medical Office

No change from previous report. Project is approximately 75% complete.

Project 4-79 - Records Management Survey, FBID

Project is continuing and is approximately 90% complete.

25X1 The disposition schedule has been completed and approved by Mr. [] There were a few stipulations made in getting this approval. First, in retiring the bound volumes of the Daily Reports they requested that arrangement be made so that one of their analyst could go to the Center and go through the unbound copies (which the bound copies will replace) of the Daily Reports and clip certain information for their research file. After this information is clipped the remainder of the unbound copies of the Daily Reports will be destroyed. Second, when the bound volumes of the surveys are retired to the Records Center the unbound copies will be returned to the Radio Propaganda Branch to be used for clipping.

Project 4-80 - Agency-wide Microphotography Survey

No change from previous report. Project is approximately 7% complete.

Project 4-81 - Security Desk Trays

No change from previous report. Project is approximately 86% complete.

Project 4-82 - Filing System-Handbook for the Subject Classification and Filing of Correspondence Records- HB 50-150

No change from previous report. Project is approximately 97% complete.

Project 4-83 - Vital Materials Deposit Schedule for All Offices

In following up with the Office of Training on status of the Vital Materials schedule for that office, the Area Records Officer reports that he expects to review the records of the Director this week and that upon completion of this assignment he will have a better knowledge of the records to be considered vital.

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Project 4-84 - Vital Materials Microfilm Projects

Microfilming of the OCD/BR dossiers continues. This project is approximately 46% complete.

Progress was retarded as a result of electrical difficulties, however, temporary repairs have been made which will permit operation of one camera. It is anticipated that the second camera can again be placed in operation in about two days.

Microfilming of Vital Materials in the Personnel Office was started this week in accordance with the established schedule.

Project 4-96 - Vital Materials Handbook

Work on this project has been resumed. Project is approximately 8% complete.

General Information

A list has been prepared identifying consecutively numbered file series of Vital Materials deposits which will be summarized in inventories to be prepared after the quarter ending 30 ~~July~~^{June} 1954. The concurrence of the respective Area Records Officers are now being obtained. It is anticipated that the summarization will result in reducing the size of the inventory by approximately 600 pages.

A memorandum was forwarded to the Chief of the Repository outlining the actions to be taken and the timing necessary to effect the revised quarterly vital materials reporting procedure.



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Report for Week Ending 7 July 1954 from
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

Project 4-91 - Review of Records Management Program, Logistics
Office

a. Reports Management - No change from previous report. Project is 20% complete.

b. Correspondence Management - Review of reading files and extraction of material for form and pattern correspondence is continuing. Current files of the Real Estate and Construction, Supply, and Printing and Reproduction Divisions are yet to be reviewed. Project is 65% complete.

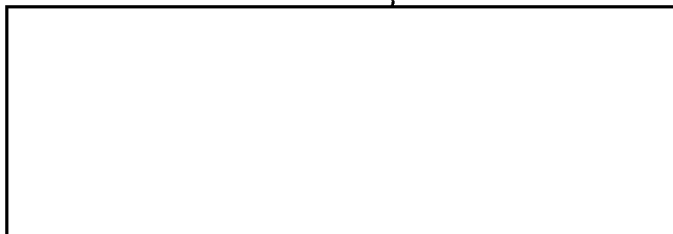
Project 4-94 - Office of the Comptroller Reports Management
Program

No change from previous report. Project is 23% complete.

Project 4-98 - Correspondence Handbook

Redrafting and typing of final copy continuing. Target date for submission of final copy to is 14 July.

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Report For Week Ending 6 July 1954
RECORDS CENTER BRANCH

Accessioning

Arrangements have been completed for receiving some 400 cubic feet of WPB records from the Federal Records Center in Alexandria.

During this week the following accessions were made:

Comptroller	23	cubic feet
OSI	8	" "
FBID	7	" "
Logistics	7	" "
Management Staff	4	" "
ORR	2	" "
Medical	1	" "
FDD	1	" "

Total 53 cubic feet

Total accessions to date - 190.

Reference

25X1 [] of TS Control accompanied 6 searchers to the Center. Tables and chairs were provided for the visitors who spent the greater part of the day examining TSC records.

A list of FDD material held by the Records Center, covering those reports with a balance of 1 or less copies has been submitted to the Area Records Officer of FDD. A determination will be made by FDD as to whether or not re-runs of this material is necessary. Records Center will be notified of the decision in each case.

General

25X1 Discussed with [] the possibility of including an additional room for personnel in [] It was agreed that this matter would be taken up in the near future. 25X1

25X1 [] Security Office, visited the Center and inspected the gates to the 4 areas. It was his recommendation that cylinder type locks should not be used on the gates. He suggested the use of a night latch or a bolt, or placing a Hasp on the inside of each gate so the padlock could be used on both sides of the gate. 25X1